



**COMPTROLLER**  
**Risk Management Division**

- Safety
- Insurance

# WASHOE COUNTY

*"Dedicated to Excellence in Public Service"*

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**SAFETY COMMITTEE MEETING MINUTES**  
**COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**MARCH 16, 2017**

**1:30 PM**

**Call to Order**

Chairperson Lt. Mark Bellow called the meeting to order at 1:31pm.

**1. Roll Call**

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Christine Vuletich	Assistant County Manager
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association (for Angela Penny)
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee
Keith Munro	Legal Counsel for Committee
Deputy John Sabo	Washoe County Sheriff's Deputies Association
Anne Stoll-Thompson	WCEA representative

**Not present**

Deputy Jon Sabo	Washoe County Sheriff's Deputies Association
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**Public Present**

None

**2. Public Comment**

There was no response to the call for public comment.

**3. Approval of minutes from January 19, 2017 meeting**

Cathy Hill made a motion to approve the minutes of the January 19, 2017 meeting, Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

## **Open Issues**

### **4. Presentation of Industrial Injury Summary Reports**

Celeste Wallick presented the summary reports and explained that the reports are from November 2016. The reports include incidents and claims. Celeste asked the Committee for their input under the section of corrective actions for areas that can be improved. There was an increase in slip and falls due to the recent winter weather. Christine Vuletich asked if there was a pattern as to where the slip and falls were happening; Celeste clarified that there was not a pattern, slip and falls were occurring on and off County property.

Cathy Hill asked about the report containing the department breakdowns and noted that administrative departments had recorded accidents and inquired to the cause. It was pointed out that slip and falls were the major cause of the accidents recorded. Repetitive motion for predominantly administrative departments can also be the main cause for report claims. Also noted was that the Comptroller's department was not included as a department. Celeste will add Comptroller's department on future reports.

Jan Houk asked if the ergonomic assessments were part of the list as a claim – Celeste explained that it would only be listed as a claim if someone were to seek medical attention or file an incident report.

### **5. Incentive Awards Program**

Cathy Hill explained that at the previous meeting the Committee had discussed possibly creating a program where the Committee would design a safety pin to be awarded to employees for their efforts on recognizing or fixing a safety issue. The pin could be designed to wear on an employee's lanyard. The Committee is to decide the best approach in starting this program and awarding safety pins. The Committee is to define the criteria for the awarding of a pin, such as how frequently to award, departments involvement on nominations, and whether the actions were consistent or a large event. The departments would receive an award annually that would be a trophy or a plaque, individual employees will be awarded a pin on a quarterly basis

An action button will need to be created on the Risk intranet that will include an email address for the safety committee for the purpose of employee's nominating employee's for a safety award.

Cathy is to reach out to the Manager's office to find out who designs the County's pins and come up with a design for the safety pin using the "triangle" logo from CSD, with a mock up to be brought to the next Committee meeting. Lt. Bello to reach out to the awards committee as the Sheriff's office to get their nomination forms.

Awards could also be noted at BCC meetings much like that of the Human Resources certificate program.

Cathy Hill motioned the Committee to move forward in a creating a pin mock up, review of the nominating form and the creation of a link on the intranet for employee voting. Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

### **6. Presentation of Open Meeting Law**

Deputy District Attorney Keith Munro discussed open meeting law and statues and its necessity with regards to the Safety Committee. Also discussed was that all meetings of the public meeting are subject to open meeting law requires an agenda. (NRS Chapter 241)

What is a public body? One that is created by statute, code or Board of County Commissioners. The Safety Committee was formed in compliance with statute and County Code. Bodies that are supported by tax dollars are required to act within accordance of open meeting laws. As members of the Committee are employees of the County supported by tax dollars, this meets the supported by tax dollars requirement in addition to the facilities being supported by tax dollars.

What is a meeting? When you have 2 or more members, or a quorum, of the body meeting – quorum plus deliberation or action constitutes a meeting.

Deliberation means when 2 members talk about or discuss their opinions about actions – this including emails. Attorney General has subpoena power. Cathy Hill inquired when draft meeting minutes are sent to members of the committee for their review prior to the meeting was acceptable. This is not allowed and should be presented at the next scheduled meeting with the committee canvassed for edits and input.

Agenda items – clear and complete statement of the items to be discussed at the meeting.

Clear and complete – “The ball was thrown” – not clear and complete, passive. “Tom Brady threw the ball” – clear and transitive. “Tom Brady threw Gronk the ball” – better – who is doing what and who is catching it.

Agendas should be followed at all meetings; items on the agenda may be taken out of order, be clear when items are called. Agenda items can be combined as long as they are called as such; agenda items can also be skipped as long as the action it is called out.

Public Access – you must be clear on where and when the meeting will be held with enough room to accommodate the expected public.

Anne Stoll-Thompson – entered meeting at 1:37pm.

**7. Information presentation on pothole repair and snow removal**

Celeste Wallick informed the Committee that CSD has made several advances in filling potholes.

**8. Topics for Future Agendas**

- a. Safety incentives – criteria and pin design
- b. Safety incentives – review of nominating form
- c. Safety incentives – creation of link on Safety intranet for nominations
- d. Review of Industrial Summary Reports
- e. Training to the Committee on OSHA requirements and area inspections
- f. Committee members assistance in the next lockdown drill

**9. Public Comment**

No further public comment or discussion.

**10. Meeting adjourned at 2:22pm.**